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25 October 1946

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CENTRAL HITT LLIGENCE GROUP C. I. G. ADMINISTRATIVE ORDER

INVENTORS OF FON-EXPENDABLE PROPERTY

- 1. As of 1 hovember 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and an use at all offices, branches, missions, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is two-fold:
 - (1) To effect the transfer of accountabilit for all property now in the ossession of the Strate ic Services Unit from the far Department to the Central Intelligence Croup;
 - (2) To establish property accountability at all installations within this Agency in accordance with an Administrative Order to be issued pertaining to the accounting for public property within C.1.G.
- 2. Office and Branch ghiefs will take immediate action to effect the appointment of an accountable supply officer for their respective branches and will furnish the name and office extension of the individual so designated by them to the Chief, Property Control Section, 235 South Building, on or before 21 October 1946. The accountable officer for the branch will be known as the Branch Supply and Property Officer, and will be referred to as such in this and subsequent directives.
- 3. The Branch Supply and Property Officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate inventories should be taken in each office by the branch supply officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 4444, Inventory Adjustment Report, will be prepared in triplicate to include all property in the possession of the Responsible Offices and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 231 South Building, on or before 5 Hovember 1946.
- 4. The Chief, Fromerty Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 30 October 1966 at which detailed instructions retarding the 1 November 1966

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FOR THE DIRECTOR OF CHATTAIN INTELLIGRACE:

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Deputy Executive for Fersonnel and Administration

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SUBJECT: Inventory of Non-Expendable Property

TO: Branch Chiefs, Headquarters, CIG, Washington, D. C.

- 1. As of 1 Nevember 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and in use at all offices, branches, missions, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is two-fold:
 - (1) To effect the transfer of accountability for all property now in the possession of the Strategic Services Unit from the War Department to the Central Intelligence Group;
 - (2) To establish property accountability at all installations within this Agency in accordance with Administrative Order No. ____, pertaining to the accounting for public property, within C.F.G. which is now being published.
- 2. Branch chiefs will take immediate action to effect the appointment of an accountable supply officer for their respective branches and will furnish the name and office extension of the individual so designated by them to the Chief, Property Control Section, 235 South Building, on or before 21 October 1946. The accountable officer for the branch will be known as the branch Supply Officer, and will be referred to as such in this and subsequent directives.

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in this and subsequent directives.

3. The branch Supply officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate

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inventories should be taken in each office by the branch supply officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 444, Inventory Adjustment Report, will be prepared in TRESPONGIBLE triplicate to include all property in the possession of the using offices and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 235 South Building, on or before 5 November 1946.

4. The Chief. Property Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 25 October 1946, at which detailed instructions regarding the 1 November inventory will be given.

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ETANDARIO FORM NO. 64 Office Memorandum • United States Government STATINTL , Chief of Services, 227 Adm. BldgDATE: 21 October 1946 STATINTL FROM: Property Board SUBJECT: Inventory of Non-expendable Property. STATINTL I am forwarding a corrected copy of the memorandum which we discussed last Friday. I believe paragraph 2 in the attached memorandum STATINTL will take care of the questions which you had regarding the establishment of accountability at the Branch level. These corrections have been coordinated with and it is his desire that it be forwarded to you for review and in turn forwarded to final approval. STATINTL After the above action has been taken I believe it is desire that this memorandum be returned to him for publication. STATINTL Major, QMC Acting Chairman Property Board STATINTL 0SS Form 1084b Attachment: This I believe, is The office of the ADSO will still have to designal the People Suppl in may former · omemi J-D FROM: Approved For Release 2001/05/01 : CIA-RDP81-00728R000100050025-2 EXT.

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21 October 1946

SUBJECT: Inventory of Non-Expendable Property

TO: Office, Branch, and Division Chiefs, Headquarters, CIG, Washington, D. C.

- 1. As of 1 November 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and in use at all offices, branches, divisions, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is twofold:
 - (1) To effect the transfer of accountability for all property now in the possession of the Strategic Services Unit from the War Department to the Central Intelligence Group;
 - (2) To establish property accountability at all installations within this Agency in accordance with an Administrative Order to be issued pertaining to the accounting for public property within the Central Intelligence Group.
- 2. Normally, accountability will be established at the branch level; however, this is not mandatory. The organizational structure of the office, and its subordinate units (branches, divisions, etc.), should be the primary factor in the determination of the accountability level.
- 3. After the accountability level has been established, office, branch, and/or division chiefs will take immediate action to effect the appointment of an accountable officer for their respective units. The name and office extension of the individual designated as the accountable officer will be forwarded to the Chief, Property Control Section, Room 235 South Building, or or before 25 October 1946. The accountable officer

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for an office, branch, or division will be known as the Unit Supply and Property Officer, and will be referred to as such in this and subsequent directives.

- 4. The Unit Supply and Property Officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate inventories should be taken in each office by the Unit Supply and Property Officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 444, Inventory Adjustment Report, will be prepared in triplicate to include all property in the possession of the responsible offices and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 235 South Building, on or before 5 November 1946.
- 5. The Chief, Property Control Section will contact all Unit Supply and Property Officers to notify them of the time and place of a meeting, scheduled to be held 28 October 1946, at which time detailed instructions regarding the 1 November inventory will be given.

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MEMORANDUM

TO

FROM

18 October 1946

- 1. The basic principles laid down in the attached memorandum are concurred in.
- 2. However, the terms used in paragraph 2, i.e.: office and branch are ambiguous to the people who will be charged with performing the inventory.
- 3. I do not believe it practical for the Director, Office of Special Operations to designate one Supply & Property Officer for the entire OSO, or if he did it would be, in my opinion a full-time job. PSD is not set-up at present to perform any such function.
- 4. It is therefore recommended that a Property & Supply Officer be designated for each of the following by the Executive for Administration, 080.
 - Administration Building (at present Colonel Pruden)

b) Each Foreign Branch

c) Registry

Dissemination Branch

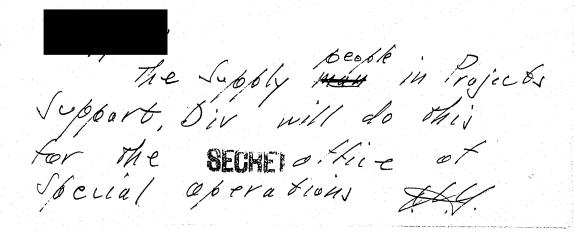
Special Projects Branch

ADO

Office of Chief "A" Deputy

5. At such time as organization is stabilized then perhaps one person could take over the Property & Supply job for OSO.

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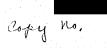
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CENTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP (Revised 10 Sept 1946)

FROM		то	INITIALS	DATE	
	DIRECTOR OF CENTRAL INTELLIGENCE				
	EXECUTIVE TO THE DIRECTOR				
	SECRETARY TO THE DIRECTOR				
	EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR				
	ADVISORY COUNCIL				
x	Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION			10/17/46	
	CENTRAL RECORDS				
	SECRETARY, NIA				
	CHIEF, INTERDEPARTMENTAL STAFF				
	ASST. DIRECTOR, SPECIAL OPERATIONS				
	ASST. DIRECTOR, RESEARCH & EVALUATION				
	ASST. DIRECTOR, COLLECTION & DISSEMINATION				25X1A
	CHIEF, SECURITY BRANCH				
		x			
APPROVALINFORMATION			_ DIRECT F	REPLY	
ACTIONRETURN		COMMENT			
R	ECOMMENDATIONPREPARATION OF REPLY		FILE		
s	IGNATURECONCURRENCE		DISPATCH	2	5X1A
REMAI	inventory has been cleared with requested that the order be referred to clearance and approval. Kindly return to venience.	you ====0	He ha	s n 2	5X1A
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SUBJECT: Inventory of Non-Expendable Property

TO: Branch Chiefs, Headquarters, CIG, Washington, D. C.

- 1. As of 1 November 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and in use at all offices, branches, missions, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is two-fold:
 - (1) To effect the transfer of accountability for all property now in the possession of the Strategic Services Unit from the War Department to the Central Intelligence Group;
 - (2) To establish property accountability at all installations within this Agency in accordance with Administrative to be usual.

 Order the pertaining to the accounting for public property, which is now published.

 Office and
- 2. Branch chiefs will take immediate action to effect the appointment of an accountable supply officer for their respective branches and will furnish the name and office extension of the individual so designated by them to the Chief, Property Control Section, 235 South Building, on or before 21 October 1946. The accountable officer for the branch will be + PROPEATV known as the branch Supply Officer, and will be referred to as such in this and subsequent directives.
- 3. The branch supply officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate

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inventories should be taken in each office by the branch supply officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 444, Inventory Adjutment Report, will be prepared in triplicate to include all property in the possession of the responsible. and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 235 South Building, on or before 5 November 1946.

4. The Chief, Property Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 23 October 1946, at which detailed instructions regarding the 1 November inventory will be given.

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- 2. Office and Branch ghiefs will take immediate action to effect the appointment of an accountable supply officer for their respective branches and will furnish the name and office extension of the individual so designated by them to the Chief, Property Control Section, 235 South Building, on or before 21 October 1946. The accountable officer for the branch will be known as the Branch Supply and Property Officer, and will be referred to as such in this and subsequent directives.
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- 4. The Chief, Fromerty Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 30 October 1946 at which detailed instructions regarding the 1 November 1946

25 October 1946

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel and Administration

25 Uctober 1946

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- 4. The Chief, Fromerty Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 30 October 1946 at which detailed instructions regarding the 1 November 1946

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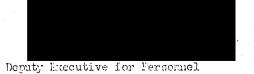
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FOR THE DIRECTOR OF CHATTAL INTELLIGRACE:

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